

SALARY AND BENEFITS

The Accounting Division Manager annual salary is normally appointed at 85% of Control Point, which is approximately \$106,968. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$125,844. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., December 1, 2008. Resume Packets must include a “Letter of Interest and Intent”, salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov.

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov**

October 17, 2008 63-08-109U

AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050

The City of Santa Clara



Invites Applications
for the position of

ACCOUNTING DIVISION MANAGER

FINANCE DEPARTMENT

**Preferred Filing Date:
December 1, 2008**



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115,503 residents. Within the city limits are attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and California’s Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$556.2 million.

THE DEPARTMENT

The Finance Department administers the financial affairs of the City, including City-owned public utilities. Functions include: budget administration and control; maintaining a general accounting system and the preparation of comprehensive annual financial reports; collection of taxes, fees, special assessments and utility charges; investment of City funds; management of Purchasing, the City Warehouse and Print Shop; issuance of bonds and debt management; internal auditing; and financial management of contracts including leases.

The mission of the Finance department is to leverage management, staff and technology to make Department services a highly valued component of City operations and to facilitate City-wide efficiency and effectiveness, in compliance with laws, regulations and City Policy.

THE POSITION

This is a management position in the Unclassified Service, responsible for managing the Accounting Division of the City's Finance Department. An incumbent in this position exercises independent judgment and discretion; supervises and directs employees; and assists in the formulation of administrative policies for the effective use of assigned personnel.

As a member of the City's Unclassified Service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and values.

EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor’s Degree in Business or Public Administration, with specialization in accounting; and
- Five (5) years of increasingly responsible administrative experience in governmental finance, including accounting and auditing, two (2) of which must have been at the managerial level.
- An advance degree in Business or Public Administration and/or a current CPA License is highly desirable.

LICENSE

Possession of a valid Class C California driver's license is required at the time of application and for the duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Accounting principles, practices and procedures;
- Governmental accounting, auditing, and budgeting;
- External accounting and financial reporting requirements, and financial analysis;
- General applications of information technology systems to financial operations;
- Concepts and techniques of financial control systems and methodology;
- Sources of revenues and expenditures typical of local government;
- Laws, rules, and regulations that apply to local government fiscal operations;
- Effective leadership and management principles and practices;
- Supervisory and project management principles and techniques;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications; and
- Office safety practices, procedures and standards.

Ability to:

- Effectively manage and utilize on-line management information systems;
- Analyze complex financial and fiscal data and make sound recommendations and decisions;
- Learn and maintain information technology applications;

- Effectively utilize various PC applications including spreadsheets, databases, and presentation software programs;
- Use independent reasoning to solve complex problems within broad policy guidelines and make sound decisions in a manner consistent with the essential job functions;
- Work in a multi-task environment and coordinate several assignments simultaneously;
- Anticipate potential problems, develop contingency plans when needed and solve concurrent problems;
- Effectively develop and set goals, objectives and timetables; identify and prioritize plans and strategies; and efficiently allocate resources to meet them for the management of physical plants;
- Make sound, proper, and prompt decisions and recommendations on issues and problems presented;
- Effectively provide management, supervision, and training of assigned personnel;
- Gather, assemble, analyze and evaluate technical, financial and user needs to make sound recommendations and decisions;
- Prepare effective written and oral reports;
- Establish and maintain effective relations with other City officials and the public;
- Communicate clearly and concisely;
- Plan and direct the work of others; and
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, coordinates and performs complex accounting, statistical, financial analysis and financial reporting tasks;
- Administers the City's internal accounting control systems;
- Integrates financial and statistical information into a comprehensive financial recording and reporting system;
- Organizes, staffs and administers the Accounting Division, which includes the following: general accounting, payroll preparation and reporting, accounts payable, encumbrance accounting, miscellaneous accounts receivable, tax and license accounting, financial analysis, special grants and

funds accounting including Redevelopment Agency, Sports and Open Space Authority, and Electric, Water and Sewer Utilities;

- Prepares periodic and annual consolidated financial reports for the City, its Agencies and Corporations and the annual State Controllers Reports;
- Exercises quality control over contents of various financial reports, ledgers, budgets and other financial documents;
- Interprets pronouncements of authoritative organizations in the field of governmental accounting and finance;
- Prepares various monthly, quarterly and annual reports;
- Ensures that departmental and City reports are prepared accurately and in a timely manner;
- Establishes and maintains effective use of electronic data processing applications;
- Works with operating departments to define, prepare and provide information for management purposes; and
- Performs other related work duties as assigned.

SUPERVISION RECEIVED

Works under the general direction provided by the Director of Finance or other manager as assigned.

SUPERVISION EXERCISED

Supervises professional, paraprofessional, and administrative support staff as assigned. Provides training to various City personnel as required.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job.

SPECIAL CONDITIONS

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager’s Directive 100.